

EACH PERSON ENGAGED IN ANY BUSINESS, OCCUPATION, OR PROFESSION IN THE CITY OF SAVANNAH, GEORGIA, WHETHER FROM A FIXED LOCATION IN THE CITY OR AS AN OUT-OF-STATE BUSINESS WITH NO LOCATION IN GEORGIA BUT WHICH EXERTS SUBSTANTIAL EFFORTS WITHIN THE STATE AND IN THE CITY OF SAVANNAH, SHALL PAY TO THE CITY A BUSINESS TAX ACCORDING TO THE PROVISIONS OF GEORGIA LAW (O.C.G.A. 48-13-5 THROUGH 48-13-26) AND THE CITY REVENUE ORDINANCE (ARTICLE Y). THE BUSINESS TAX IS FOR REVENUE PURPOSES AND IS BASED ON GROSS RECEIPTS IN CONJUNCTION WITH NATIONAL AVERAGES OF PROFITABILITY BY BUSINESS CLASS.

LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THIS BUSINESS TAX RETURN FORM – COMPLETE IN INK

1. This is a multi-purpose form, to be used for renewing an existing business tax certificate, applying for a new business tax certificate, amending a previously-filed business tax return, or filing a final return upon closing business operations in Savannah. Check the appropriate block.

2. Enter the date you complete this return for sending to the City along with your business tax payment.

3. A date is required here only if this application is for a new business.

4. Check whether the physical location of your business is inside or outside the City of Savannah. You are required to pay a business tax only to the jurisdiction in which your business has a permanent or temporary location (except real estate brokers and agents, which must allocate revenues among all jurisdictions which levy a gross receipts tax in which business is conducted). Except real estate brokers and agents, if you check "outside city," stop here, return the form to the City, and contact the county or municipality in which your business is located.

5. Enter a date here only if your business has ceased operation and this return is to close out a business tax account.

6. Enter the street address where your business is physically located. The definition of "business location" does not include a temporary work site which serves a single customer or project. A temporary work site which serves multiple customers is included in this definition.

7. Enter the telephone number of the business location.

8. If your business name is different from that printed at the top of the form, enter the correct name here.

9. If your mailing address is different from that printed at the top of the form, enter the preferred mailing address here.

10. Enter the name of the applicant, who may or may not be the owner but is responsible for completing this form and for operating the business.

11. Enter the applicant's date of birth.

12. Enter the applicant's Social Security Number

13. Enter the applicant's home address.

14. Enter the applicant's home telephone number.

15. Enter the names of all business owners.

16. Enter the home telephone numbers of all business owners.

17. Identify the type of ownership. If a corporation organized in a state other than Georgia, enter the name of the state.

18. If a corporation, enter the name, address, and telephone number of the home office.

19. Check whether your business is carried on at locations within Savannah other than the one shown on Line 6. If you checked "yes", a separate business tax return is required for each such location. List the locations, attaching an additional sheet if necessary.

20. Enter the dominant activity of your business. The dominant business activity is defined as the activity which is the major source of income of a business that conducts multiple activities. Such dominant business activity represents the largest percentage of business revenues but may not represent a majority of revenues. Your business will be classified according to dominant business activity. If the dominant business activity you report on Line 20 causes a change in your tax class, we will update your account and advise you of the change.

21. Your business's gross income for the previous year is the basis for this year's business tax estimate, to be adjusted if necessary when you file your return next year. Enter in this block the bracket number from the enclosed tax schedule which represents the gross receipts of your business during the previous calendar year. If your business was in operation for only a portion of the previous year, annualize your actual gross receipts by dividing actual gross receipts by the number of months in operation and multiplying the result by twelve.
BY LAW, THE CITY MUST KEEP YOUR GROSS RECEIPTS BRACKET CONFIDENTIAL.
INCLUSIONS: Gross receipts means the total revenue of your business or practice for the period, including but not limited to the following:

(a) Total income produced from within the State of Georgia, whether produced from inside or outside the City, unless the business or practitioner has already paid a business tax on the income produced outside the City;

(b) Total income without deduction for cost of goods or expenses incurred;

(c) Gain from trading in stocks, bonds, capital assets, or instruments of indebtedness;

(d) Proceeds from commissions on the sale of property, goods, or services;

(e) Proceeds from fees for services rendered; and

(f) Proceeds from rent, interest, royalty, or dividend income.

EXCLUSIONS: Gross receipts shall *not* include the following:

(a) Sales, use, or excise tax;

(b) Sales returns, allowances, and discounts;

(c) Revenues produced from outside the State of Georgia;

(d) Payments made to a subcontractor or an independent agent. List all such contractors or independent agents. (See 23 below.)

(e) Gross income on alcoholic beverage sales covered by alcohol license. You must disclose on this form the dollar amount of any exclusion.

(f) Interorganizational sales or transfers between or among units of a parent-subsidiary controlled group of corporations as defined by 26 U.S.C. 1563(a)(1), or between or among the units of a brother-sister controlled group of corporations as defined by 26 U.S.C. 1563(a)(2); (g) Governmental and foundation grants, charitable contributions, or interest income derived from such funds received by a nonprofit organization which employs salaried practitioners otherwise covered, if such funds constitute 80 % or more of the organization's receipts.

22. Refer to the business tax schedule for your tax class and enter the tax amount for the gross receipts bracket identified in Line 21 above. If your business is subject to a regulatory fee, we will advise you of the amount to enter. If your renewal is paid or postmarked after March 1, add a late payment penalty of the greater of \$25.00 or 10 percent of the tax amount due. An additional one percent per month must be added after March 31. Pay the total of Line 22 with your tax return. *BY LAW, THE CITY MUST KEEP THE AMOUNT YOU PAY CONFIDENTIAL.*

23. Enter the Georgia Sales Tax Number of your business. This is a required entry. Application will be returned if not provided.

24. Describe in this space, using additional sheet if necessary, the method you used to determine the gross receipts bracket entered on Line 21. For example, you may have examined all of the previous year's paid invoices and tallied them to determine your gross receipts, you may have used information from your Federal income tax return, or you may have used a statistical, sampling, or other method. If payments to a subcontractor or independent agent, as shown in *exclusions* [21(c) above], are being subtracted from gross receipts, list the name, address, and phone number of each subcontractor or independent agent and the amount paid to each on a separate sheet and enclose with your return. NOTE: Under the law, each real estate sales agent is an independent agent and is liable for a business tax. Commission income generated by any such agent filing a separate return may be excluded from the broker's return. A real estate brokerage firm may, however, elect to include sales commissions generated by such agents in its gross income, in which case (a) the broker must list all agents included in its return, and (b) such agents are not required to file a separate business tax return and pay a business tax.

25. Under State law, each person engaged in the practice of a profession as described in O.C.G.A. 48-13-9(c)(1) through (18) may elect to pay a flat fee per practitioner in lieu of reporting and paying a tax on gross receipts. Such professional practitioners are as follows: attorney; physician; osteopath; chiropractor; podiatrist; dentist; optometrist; psychologist; veterinarian; landscape architect; land surveyor; physiotherapist; public accountant; embalmer; funeral director; civil, mechanical, hydraulic, or electrical engineer; architect; marriage and family therapist, social worker, and professional counselor. If you are a professional practitioner who is eligible for this option, and if you and all members of your firm elect to pay the flat per-practitioner tax this year, check the block on this line and submit your \$400 tax payment. If this option is taken, each practicing professional in your firm must also submit a business tax return and pay the per-practitioner fee OR your firm may file one return, attach a list of practicing professionals, and pay a tax totaling \$400 per professional. If you and your firm elect to pay a business tax based on gross receipts, your firm must list all practitioners and attach the list to a single business tax return for the firm.

26. The person who is authorized by your business to submit this return form must sign the form and enter his/her title.

IMPORTANT NOTICE: A **CERTIFICATE OF OCCUPANCY** ISSUED BY THE INSPECTIONS DEPARTMENT IS REQUIRED BEFORE A BUSINESS MAY OPERATE AT ANY LOCATION WITHIN THE CITY OF SAVANNAH. APPLICATIONS FOR BUSINESS TAX CERTIFICATE ARE SUBJECT TO REVIEW FOR CERTIFICATE OF OCCUPANCY, BUILDING CODE, AND ZONING COMPLIANCE, AND TO REVIEW FOR COMPLIANCE WITH OTHER REQUIREMENTS OF STATE LAW AND CITY ORDINANCE. APPLY FOR AND SECURE A CERTIFICATE OF OCCUPANCY *FIRST*.